



Town of Nederland Building Permit Application **Residential Plans Submittal Check List**

Referencing Nederland Municipal Code (NMC) where applicable

1. Building Permit Application must be completely filled out, including:

- Contractor's name, phone number, address, and email address
- Owner's name, phone number, address, and email address
- Specify a contact person: name and phone number
- If applicable, architect's name, phone number, email, and fax
- All engineers' names and phone numbers
- Project address and legal description
- Description of work
- Type of heating – natural gas, propane, electric, other
- Water source – public or private
- Sewer system – public or private
- The estimated value of the project (include all materials and labor), as per 2006 IBC Section 108.3 in the opinion of the building official, if the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.
- Signature of contractor or property owner and date

2. Site Plan: 3 sets (2 Wet-stamped with Architect/Engineer stamp, the 3rd is utilized for in house review, and will not require a stamp) and PDF copies or link if larger files.

(May require more than 1 Plan sheet to incorporate all necessary information.)

- PDF copies of plans to expedite review process for engineering/drainage review
- Lot dimensions, lot coverage showing existing sheds, barns, decks, patios, walks, driveways, etc., and setbacks
- Building footprint with all projections & dimensions to all property lines and/or other buildings, height of structure, number of bedrooms and baths
- Water features – streams, creeks, springs, ponds, ditches, 50' setback from 100 yr. flood, etc.
- Existing and proposed contours (topo survey) – grading/drainage around structures, erosion control, etc.
- Drainage plan – include directional indicators for positive drainage away from the building. Drainage must be contained on site. The contours must be shown in 2'-10' increments.
- Finish floor elevations
- Driveway – material, slope (grade %), culverts, adjacent streets and any dimensions – See NMC Chapter 11 Streets, Sidewalks and Public Property
- North arrow
- Easements
- Sewer and water lateral locations from street to house, or proposed septic tanks and

- leach fields
 - Other utility connections such as gas, propane, phone, electric, cable, etc.
 - Location of any and all retaining walls (which requires separate permit if over four feet)
- 3. Foundation Plan: 2 sets if 11" x 17", 4 sets if larger**
- Recommended scale: $\frac{1}{4}'' = 1' - 0''$
 - Soils/geotechnical report by an engineer
 - Structural and architectural details
 - Footings, foundation, piers, and grade beams designed by an engineer (wet stamped)
 - Post and girder intersections
 - Reinforcing spacing and size
 - Fireplaces masonry or gas
 - Anchor bolt spacing and size
 - See Nederland Design Criteria for frost line depth
- 4. Floor Plan: 2 sets if 11" x 17", 4 sets if larger**
- Recommended scale $\frac{1}{4}'' = 1' - 0''$
 - Full architectural plans, fully dimensioned and labeled
 - Include adjoining rooms, labeled as to their use with all window and door locations
 - All wall-to-wall dimensions
 - All room finish ceiling heights
 - All window operations to be on the plans (slider, single hung, fixed, casement, etc)
- 5. Exterior Elevations: 2 sets if 11" x 17", 4 sets if larger**
- Recommended scale: $\frac{1}{4}'' = 1' - 0''$
 - Identify finish materials to be used
 - All four elevation views
 - Indicate finish grade location at building exterior
 - Describe non-combustible building materials, as per NMC Section 18-2(b)(14), Ordinance 644, if applicable.
- 6. Structural and Architectural Details: 2 sets if 11" x 17", 4 sets if larger (to include all applicable from following)**
- Recommended scale $\frac{1}{4}'' = 1' - 0''$
 - Roof, to include eaves, overhangs, rake and gables
 - Structural framing details
 - Structural section with details at foundation, floor and roof levels
 - Cross section view in each direction specific to the structure, generic not acceptable
 - Identify all materials, material sizes, spacing, etc.
 - See Nederland Design Criteria for snow load
- 7. HVAC Details: 2 sets if 11" x 17", 4 sets if larger**
- Location of HVAC equipment
- 8. Plumbing Details: 2 sets if 11" x 17", 4 sets if larger**
- Show all plumbing fixture and water heater locations
 - Show all floor drain locations

- 9. Electrical Details: 2 sets if 11" x 17", 4 sets if larger**
- Service meter location and main breaker size in amps
 - Sub-panel locations(s)
- 10. Stair Details: 2 sets if 11" x 17", 4 sets if larger (specific to the plan, not generic)**
- Stairway width, rise, run, landing length, and headroom height
 - Handrail, guardrail, and baluster details
- 11. Misc.**
- Wildfire Mitigation plan, as per NMC Section 7-36
 - Hillside development provisions, as per NMC Section 18-2(b)(6) and (8), if applicable
 - Re-vegetation Plan – All property owners must follow Construction Best Management Practices (BMP's) for controlling the spread of noxious weeds, as per Appendix B of the Nederland Noxious Weeds

NOTE: The Town requires all new residential/commercial projects, projects being built on sensitive land, or any renovations of 20% alteration or more to meet for a Concept Review/Site Plan Review with Town staff prior to applying for a permit. Concept Review/Site Plan Review is a non-refundable \$250 fee, with a \$1000 engineering/legal escrow deposit required. The remainder of deposit minus engineering/legal review costs will be returned to the applicant when the building process is completed.

The Town requires any applicant proposing to excavate for a project, moving more than 50 cubic yards of earth, to pull an excavation permit in addition to their building permit. Any work done in the public rights-of-way, requires a permit as well.